

MADERA COUNTY

DEVELOPMENT SERVICES ENGINEER

DEFINITION

Under general direction, to assume responsibility for the administration of the functions of parcel map subdivisions, subdivisions, land use review, improvement plan review, review of environmental impact reports, abandonments, map checking, boundary checking, and maintenance and reproduction of maps; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Reviews parcel maps, subdivisions, combined development permits, use permits, variance permits and related matters, and provides department recommendations; ensures compliance with all conditions of approval for development activity; reviews environmental impacts and recommended mitigation for land use activities; monitors the approved land use mitigation conditions pertaining to County roads; issues encroachment and construction permits; manages and coordinates the field inspection of parcel maps, subdivision, and other land-use induced road improvements; represents the program to the public, community organizations, and other government agencies; coordinates development services with other County staff and public agencies.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of supervision, training, and performance evaluation.

Principles and practices of civil engineering as it relates to the development and land-use area.

Principles, methods, equipment, and materials used in the design, construction, modification, and maintenance of public works projects and facilities including roads, bridges, and drainage systems.

Principles and practices of contract development and contract management.

Environmental review and construction permit principles, procedures, and documents.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles of budget development, preparation, and expenditure control.

Basic principles and techniques of management and program administration.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of assigned staff.
Analyze complex development engineering problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Supervise, train, and evaluate assigned staff.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Prepare clear and concise correspondence and reports.
Prepare and deliver effective oral presentations.
Prepare engineering estimates, make expense projections, and monitor expenses.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of responsible work experience in land surveying development issues, design, construction, and environmental issues.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 30 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995